COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decoration Program*. This instruction extends the guidance of Air Force Instruction AFI 36-2805, *Special Trophies and Awards*. It provides guidance for the 931st Air Refueling Wing (ARW). The purpose of this publication is to outline how to nominate deserving individuals for these awards. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. Executive Order 9397, 22 November 1943, authorizes using the Social Security Number (SSN) as a personal identifier. The SSN (last four) is required for positive identification of personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF Form 847), *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. OPR has determined that no waivers may be granted for any part of the publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records,* and disposed of IAW Air Force Records Disposition Schedule (RDS) located In the Air Force Records Information Management System (AFRIMS).

1. Policy. This program is to recognize superior performance and outstanding achievement of 931 ARW personnel. These guidelines apply to officer, enlisted and civilian personnel Cancellation of the awards program will be at the discretion of the 931 ARW/CC.

    1.1. **Eligibility Criteria:**

        1.1.1. AMN Category: Airman Basic through Senior Airman

        1.1.2. NCO Category: Staff Sergeant through Technical Sergeant

        1.1.3. SNCO Category: Master Sergeant through Senior Master Sergeant

        1.1.4. CGO Category: Second Lieutenant through Captain

        1.1.5. Civilian Categories: Category I; Federal Appropriated Fund Civilian Employees, GS- 01 thru GS-08 and WG-01 thru WG-06. Category II; Federal Appropriated Fund Civilian Employees, GS-09 thru GS-12 and WG-07 thru WG-15.

        1.1.6. First Sergeant of the Year Category: First Sergeants who hold a primary Air Force Specialty Code (AFSC) of 8F000.

    1.2. **Ineligibility Criteria**:

        1.2.1. Individuals who have won in any category in the previous quarter (N/A for annual awards) within the same calendar year.

        1.2.2. Individuals who have been subject to judicial or non judicial punishment, unfavorable information file (UIF), control rooster action, failure on a fitness test, unexcused absence during the past 12 months, or any other administrative actions during any time of the award period.

        1.2.3. CGOs selected for Major before or during the award period.

2. Nomination Procedures:

    2.1. Each squadron commander may submit one nomination for each category.

    2.2. All Military packages must include: Career Data Brief (CDB) and a current passing AFFMS report.

    2.3. **Nomination Categories:**

        2.3.1. Nominations will include and be scored on the following categories:

            2.3.1.1. Leadership and Job Performance in Primary Duty: Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission.

            2.3.1.2. Significant Self-Improvement: Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education and any professional military education (PME). Cite any other relevant training or activity that significantly enhanced the member's value as a military Citizen Airman.

2.3.1.3. Base and Community Involvement: Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events.

2.4. **Quarterly Awards:**

2.4.1. Nominees' Commander, using the format shown in Attachment 2 and 3, will submit nominations. Nominations are not to exceed 12 lines including three headings on AF Form 1206, *Nomination for Award*. Nominations will use bullet format. Limit bullets to duties and accomplishments performed by the member during the nomination quarter and the preceding quarter (six months total). Duties may include civilian accomplishments as they contribute to a total person concept and enhance military duties.

2.4.2. Submit nominations for quarterly awards to 931 ARW/CCEA office no later than 0900 Saturday of the Unit Training Assembly (UTA). Late nominations will be accepted on a case by case basis.

2.4.3. Packages which do not meet guidelines dictated in this publication will be considered incomplete and will not be graded.

2.4.4. Winners will be announced via email and during the next 931 ARW/CC call.

2.5. **Annual Award:**

2.5.1. Annual nominees are not limited to quarterly winners, but must have been a quarterly nominee. Bullets will be limited to duties and accomplishments performed by the member during the nomination year. Bullets will be limited to one page, not to exceed 30 lines including three headings, using bullet format. Any uncommon acronym must be spelled out in the bullet format.

2.5.2. First Sergeant of the Year: Submit awards in compliance with Fourth Air Force guidance.

2.5.3. Submit nominations for yearly awards to 931 ARW/CCEA no later than 0900 Saturday of the January UTA.

2.5.4. Winners will be announced during the Annual Awards Banquet.

2.5.5. AF Form 1206 will be completed in compliance with Fourth Air Force guidance. Completed packages will be forwarded to the 931 FSS/FSMPM and will be forwarded to 4 AF for submission for the 12 Outstanding Airmen of the Year.

2.6. **Nomination and Board Dates:**

2.6.1. First Quarter (January—March) April UTA

2.6.2. Second Quarter (April—June) July UTA

2.6.3. Third Quarter (July—September) October UTA

2.6.4. Fourth Quarter (October—December) January UTA

2.6.5. Yearly (January—December) January UTA

2.7. **Board composition and grading criteria:**

2.7.1. The selection board will consist of a minimum of three SNCOs for each category. The 931 ARW/CCC will assume duties as the board president.

2.7.2. Grading criteria will use a whole person concept. Utilize the 931 ARW *Form 3 Awards Program Score Sheet.*

2.7.3. When possible, three MSgt's will be selected to grade the AMN category and a non-voting SNCO will be appointed as their mentor.

3. Responsibilities:

3.1. **Unit Commander**:

3.1.1. Indicate unit commander concurrence for member's award nomination by AF Form 1206, *Nomination for Award.*

3.1.2. Ensure nominees are aware of selection criteria.

3.1.3. Ensure military nominees meet the standards established in AFI 36-2903 and AFI 36-2905 with a current passing fitness score, and are complying with training responsibilities outlined in AFI 36-2201.

3.2. **Board Members**:

3.2.1. Each voting board member will score all nomination packages using 931 ARW Form 3, *Awards Program Score Sheet*.

3.2.2. Winning packages are based on all voting members consolidated scores.

3.3. **931 ARW/CCM or Board President**:

3.3.1. Ensures the board convenes in a timely manner to grade all packages (i.e. packages may be graded via e-mail).

3.3.2. Forwards all winning packages to 931 ARW/CCEA after completion of grading.

3.4. **931 ARW/CCEA:**

3.4.1. Prepares quarterly/annual award board minutes for 931 ARW/CC.

3.4.2. Prepares an email of congratulations to each selected winner for the 931 ARW/CC's signature.

3.4.3. Provides winning packages to the Group Historian for archival purposes.

3.4.4. Ensures awards are obtained for those who are selected.

3.4.5. Provides awards to 931 ARW/CCEA within two weeks of board convening for presentation.

MARK S. LARSON, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-2201, *Air Force Training Program*, 7 Aug 2013

AFPD 36-28, *Awards and Decoration Program,* 1 Aug 1997

AFI 36-2805, *Special Trophies and Awards*, 14 Mar 2013

AFI 36-2903, *Dress and personal Appearance of Air Force Personnel,* 28 May 2013

AFI 36-2905, *Fitness Program*

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Form

931 ARW Form 3, *Awards Program Score Sheet*.

Adopted Forms

AF Form 1206, *Nomination for Award*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFFMS—Air Force Fitness Management System

AMN—Airman

CGO—Company Grade Officer

NCO—Noncommissioned Officer

SNCO—Senior Noncommissioned Officer

Terms

Adopted Form—A form used (required) in a publication other than the prescribing publication.

Form—A fixed arrangement of captioned spaces designed for entering and extracting prescribed information. A tool used for the collection, recording, and/or extraction of information whereby a predetermined set of data fields have been established and defined to meet a definitive Air Force purpose or objective.

Prescribed Form—A form designed to support the implementation of requirements in a directive Air Force publication. Use and purpose of a prescribed form must be contained in the publication it supports (also known as the prescribing publication).

Attachment 2

NOMINATION FOR AWARD EXAMPLE

Figure A2.1. Nomination for Award Example

NOMINATION FOR AWARD		
AWARD 931 ARW QTRLY AWARD PROGRAM CY 16/QTR 4	CATEGORY *(If Applicable)* NCO	AWARD PERIOD 1 Oct 16 - 31 Dec 16
RANK/NAME OF NOMINEE *(First, Middle Initial, Last)* SSgt/Perry S. Platypus	MAJCOM, FOA, OR DRU AFRC	
DAFSC/DUTY TITLE Q1A071/Chief, KC-46 Enl Aircrw Dvlpmnt	NOMINEE'S TELEPHONE *(DSN & Commercial)* DSN: 743-5555 & 316-759-5555	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 18 ARS/CSS/532880 Topeka St/McConnell AFB/KS/67221		
RANK/NAME OF UNIT COMMANDER *(First, Middle Initial, Last)* /COMMANDER'S TELEPHONE *(DSN & Commercial)* Lt Col Banjo Snuffles/DSN 743-5555 & 316-759-5555		

SPECIFIC ACCOMPLISHMENTS *(Use single-spaced, bullet format)*

LEADERSHIP AND JOB PERFORMANCE:
- Hand selected to rep IAB in critical new MWS stand-up; KC-46 PIO--$52B acquisition, top priority AF-wide
- Revamped sq Multi Point Refuel Sys tng pgm; 56 BOs/pilots 100% compliant--CENTCOM readiness elevated
- Revised Pilot & Boom inflight guides; optimiz'd IPad interface/increas'd usability--set standard for McConnell
- Optimal AFRC choice; led BO for KC-46 IOT& E corps--historic implication w/AFSC & civilian PD rewrite
- #1/22 SNCOs; Dply'd EARS Chief Boom--1st ever ARC-led BO staff--critical spt 60 crews/35 cmbt msns/day
SIGNIFICANT SELF-IMPROVEMENT:
- 1/5 AFRC mbrs select'd USCG Chf Petty Officer Academy; #1 tm mbr--rec'd rare "Honorary Chief" distinction
- Completed MAF Datalink Mgmt course; primered to be base expert in datalink & Link-16 for new KC-46 msn
BASE OR COMMUNITY INVOLVEMENT:
- 1/2 mbrs chos'n to represent Gp; meet w/KS Rep. Mike Pompeo--discuss'd McConnell KC-46 grwth/AF issues
- Direct'd EARS move; spent 14 hrs w/move & assembly of furniture f/6 offices--<16hrs sq stood up/operational

SPECIAL INSTRUCTIONS

Quarterly award nominations are limited to 12 lines including 3 headings on AF IMT 1206

Annual award nominations are limited to 30 lines including 3 headings on AF IMT 1206

Size and font style are preset on IMT (**Do not change these settings**)

No bold or italicized type is allowed, Follow rules in Tongue and Quill for bullet statements (no sub-bullets or wrap around sentences)

Acronyms need to be spelled out on the second page of AF IMT 1206

Special characters may be used and letters K, T, M, and B may also be used to show hundreds, thousands, millions and billions

Contents of AF IMT 1206 for quarterly award package will be limited to activity pertaining to the quarter nominated for and the previous quarter

Contents of AF IMT 1206 for the annual award package will be limited to activity pertaining to the year the package is written for

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NOMINATION FOR AWARD

RANK/NAME OF NOMINEE *(First, Middle Initial, Last)*

SSgt/Perry S. Platypus

SPECIFIC ACCOMPLISHMENTS *(Use single-spaced, bullet format) (Continued)*

IAB-McConnell AFB
MWS-Major Wepons System
BO-Boom Operator
IOT&E-Initial Operations Test and Evaluation
PD-Position Description
EARS-Ecpeditionary Air Refueling Squadron
MAF-Mobility Air Force

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Attachment 3

SCORE SHEET

Figure A3.1. Score Sheet

931st AIR REFEULING WING
AWARDS PROGRAM SCORE SHEET

Name:_____   Quarter/Yearly:_____

The score for each nomination package will be scored using a scale of 6 through 10 in one-half point increments. The total score of each nomination package will not total more than 30 or less than 18 points from each voting member. Each Panel member will evaluate all nominations submitted.

NOMINATION PACKAGE:

LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:

Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Identify what places this individual above his/her peers in job performance. Identify how the individual stepped forward as a leader or demonstrated leadership potential (Define scope and level of reponsibilities).

Score_____

SIGNIFICANT SELF-IMPROVEMENT:

Show how the member developed or improved skills beyond those required for skill level advancment and promotion. May include PME courses, education (civilian and military), AFSC related cerifications and any license acquired.

Score _____

BASE AND COMMUNITY INVOLVEMENT:

Any additional comments to support the recommendation. May include community involvement (not a gift contribution but actual participation with specific involvement). Any professional, military/civilian memberships, communications skills and/or any Areas, which contrubute to the overall image or betterment of the Air Force Reserves.

Score _____

_____   Total Score: _____
Panel Member's Signature